

***Job Title:*** ***Police Officer***  
**Department:** Police  
**Pay Grade:** PD02  
**FLSA Status:** Non-Exempt  
**EEO4 Function:** Protective Service Workers

### **GENERAL PURPOSE**

Under the general supervision of the Police Sergeant, provide essential services to foster a safe community through crime reduction and deterrence including enforcement of laws, protection of life and property, preservation of peace, apprehension of criminals and investigation of traffic accidents. Routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, ability to make independent decisions and act quickly in emergencies is required. Requires contact with public in situations that require the use of tact, diplomacy and good judgment. Maintain a positive attitude.

### **REPORTING RELATIONSHIPS:**

**Reports to:** Police Sergeant  
**Supervises:** none

### **MAIN JOB TASKS AND RESPONSIBILITIES**

- Duty will be assigned according to needs of the Department upon successful completion of Field Training Program.
- Patrol a designated area by car, motorcycle or on foot to deter crime, detect violations of the law, and respond to radio dispatched calls.
- Enforce moving traffic and related ordinances, apprehend violators, issue citations and make arrests.
- Make preliminary investigations to assist in solving crimes against persons and property; gather information, follow up on leads, uncover evidence and gather information and interrogate witnesses; may maintain surveillance of suspects and perform other basic duties to assist Investigators.
- Make investigations of traffic accidents; assume charge at traffic sites, secure emergency medical aid for injured persons, may administer first aid, direct traffic, and see that site is cleared and safe for traffic.
- Prepare and submit written reports of patrol activities, investigative activities and traffic investigations.
- Notify command staff promptly of need for supervisory intervention and/or major and high-profile incidents.

- Communicate effectively via police radio, telephone, and in person, with co-workers and all others, including persons of diverse backgrounds and in altered emotional and psychological states.
- Testify completely and accurately in administrative, civil and criminal proceedings.
- Take enforcement action as a peace officer when appropriate, including firearms qualification and use, and meet all other physical requirements of a police officer.
- Make moral and ethical decisions that conform to law and other applicable regulations.
- Exercise proper judgment when dealing with emergency situations.
- Communicate courteously with the general public and answer questions that may arise about services provided.
- Convey a positive professional image by action, communication and appearance.
- Regular, reliable and punctual attendance is an essential function of the job.
- Contribute to team effort by performing other related duties as assigned.
- Meet all daily requirements as set out by the Department.

## **EDUCATION AND EXPERIENCE**

- Prior law enforcement experience preferred.
- Meet all Texas Commission of Law Enforcement (TCOLE) requirements, including personal continuing education requirements.
- Maintain firearms qualification and use.
- Comprehensive, current knowledge of applicable laws and regulations.
- Police techniques and departmental rules, regulations, and procedures pertaining to interrogation and interview.
- Laws of arrest, search and seizure, and criminal and juvenile law.
- Exhibit good professional judgment, analyze facts, recognize problems and formulate and implement viable solutions.
- Operate a police car, police radio, handgun and other weapons as required, baton, handcuffs, breathalyzer, first aid equipment and other related equipment as assigned.
- Effectively respond to a stressful or high-pressure environment.
- Provide excellent public relations and customer service.
- Establish and maintain an effective working relationship with all levels of management, City officials, police personnel, other employees and the general public.
- Write accurate and complete reports and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Meet deadlines and perform multiple tasks under pressure.
- Demonstrate competent weapons proficiency; maintain weapons for maximum performance. Qualify with any weapon carried or used on-duty at least annually, or when weapons are changed.
- Communicate effectively in the English language when writing or speaking. Communicate ideas and concepts with clarity; prepare and make effective presentations.
- Proficiently use computers and related software.

**CERTIFICATIONS, LICENSES AND SPECIAL REQUIREMENTS**

- Proof of citizenship and/or eligibility to legally work in the United States.
- Police Officer certificate issued by Texas Commission of Law Enforcement (TCOLE).
- High school diploma /GED required supplemented by additional specialized training in law enforcement.
- Maintain a valid Texas driver's license without restriction other than "A", and maintain a safe driving record as defined by City policy.
- Maintain a current first aid/cardiopulmonary resuscitation certification.
- Maintain required FEMA Courses.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the Microsoft Office Suite Software.
- Enter
- Ability to learn new concepts and apply knowledge appropriately.
- Ability to act in the best interest of the City, maintain confidentiality and continually strive to improve self and job performance.
- Ability to perform effectively while working independently or as part of a team.
- Ability to video, edit, and create strong Power Point/Prezi Presentations.

**WORKING CONDITIONS and PHYSICAL REQUIREMENTS**

- Maintain an acceptable physical condition appropriate to the performance of assigned duties and responsibilities which may include but not limited to running, walking, crouching or crawling during emergency operations.
- Effectively deal with personal danger which may include dangerous people, animals, and hazards both natural and man-made.
- Maintain an acceptable level of visual and hearing acuity.
- Must not pose a threat to the health or safety of others.
- Load and unload Police equipment from a vehicle, including lifting object of 50 pounds. Bend or stoop to retrieve materials weighing up to 50 pounds.
- Able to climb stairs/ladders. Able to walk, stand or sit for extended periods of time.
- Must possess the physical strength and stamina to engage in a physical confrontation or combat.
- Able to perform life-saving and rescue operations.
- Must possess the ability to inspect remote sites which may require climbing and traversing rough terrain in all weather conditions.
- Must participate and pass requirements of the Department's Wellness Program.
- Subject to hazards and potential physical dangers inherent in law enforcement work. Possible exposure to blood borne pathogens.
- Required to make arrests or to defend self against assault occasionally; requires considerable physical strength and agility.

- Lakeway Police sworn officers adhere to special provisions of section 7(k) FLSA (codified as 29 U.S.C.A. § 207 k) work period. Section 7(k) is governed by a special definition of “work period” for calculating overtime, which cannot be fewer than seven consecutive days nor more than 28 consecutive days.
- May work at desk or assigned area in squad car or motorcycle, or other conveyance.
- May sit for long periods in squad car or stand for long periods directing traffic or performing other police work.
- May work varying schedules, including nights, weekends and holidays, as required.
- Work occasionally requires travel, including over-night stays, involving training and conducting City business.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description may be changed at any time.

City of Lakeway is committed to compliance with the American Disabilities Act & Amendments Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 314-7508.

The City of Lakeway is an Equal Opportunity Employer.